



## **Vertical Project Supervision Division External Services**



## A. ELECTRICAL PERMIT

Requirement for the energization of Government-owned structures.

|   |  |  |                        |  |
|---|--|--|------------------------|--|
| <b>Office/Division</b>  | Electromechanical Section  |  |                        |  |
| <b>Classification</b>   | Complex  |  |                        |  |
| <b>Type of Transaction</b>  | G2G (Government to Government)   |  |                        |  |
| <b>Who may Avail</b>  | National Government and Local Government of Quezon City  |  |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  | <b>WHERE TO SECURE</b>   |                        |  |
| <ol style="list-style-type: none"> <li>Letter / e-mail Request</li> <li>Approved Electrical Plan with sign and seal of Professional Electrical Engineer (blue and/or white print)</li> <li>Wiring Permit with sign and seal of authorized Licensed Electrical Practitioner (original), as the case may be and photocopies of valid PRC License and current PTR with three (3) specimen signatures</li> <li>Photocopy of Notice of Award, Notice to Commence, Approved Budget for the Contract and Program of Works</li> </ol> |  | Department of Engineering<br>8 <sup>th</sup> Floor, Civic Center Building B, Quezon City Hall Compound, Diliman, Quezon City |                        |  |
| <b>CLIENTS STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>   | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>  |
| 1. Submit the Letter-Request / Report through the department's official e-mail address at <a href="mailto:engineering@quezoncity.gov.ph">engineering@quezoncity.gov.ph</a>  | 1. Letter-Request received by the Records Section to be routed to Vertical Project Supervision Division Maintenance Division for appropriate action. | None   | 1 day                  | <i>Receiving Clerk/Central Communications Unit</i><br>Records Section,<br>Administrative Division  |
|   | 2. Route to the City Engineer  | None   | 1 day                  | <i>Assigned Staff</i><br>Records Section,<br>Administrative Division   |
|   | 3. Route to Electromechanical Section<br>3.1. Course of action<br>3.1.1. Evaluate Plan<br>3.1.1.1. Document Check<br>3.1.2. Preparation of Report    | None   | 3 days                 | <i>City Engineer's Staff</i><br><br><i>Assigned Electrical Engineers</i><br>Electromechanical Section<br>Vertical Project Supervision Division |



|                                   |   |      |        |  |
|-----------------------------------|---|------|--------|--|
|                                   | 4. Recommendation and issuance of Electrical Permit routed to the City Engineer for signature | None | 1 day  | <i>Head,<br/>Electromechanical<br/>Section<br/>Vertical Project<br/>Supervision Division</i> |
| 2. Pick up the requested document | 5. Route to the Electromechanical Section for the release of Electrical Permit                | None | 1 day  | <i>Assigned Staff<br/>Records Section,<br/>Administrative Division</i>                       |
| <b>TOTAL</b>                      |   | None | 7 days |  |



## B. REQUEST FOR CERTIFICATE OF FINAL ELECTRICAL INSPECTION (CFEI)

Documentary requirement for the energization of Government-owned structures.

|   |  |  |                        |  |
|---|--|--|------------------------|--|
| <b>Office/Division</b>  |  | Electromechanical Section  |                        |  |
| <b>Classification</b>   |  | Simple   |                        |  |
| <b>Type of Transaction</b>  |  | G2G (Government to Government)   |                        |  |
| <b>Who may Avail</b>  |  | National Government and Local Government of Quezon City  |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  | <b>WHERE TO SECURE</b>   |                        |  |
| 1. Complete installation of electrical works as per approved electrical plan.<br>2. Insulation Resistance Test. |  | Department of Engineering<br>7 <sup>th</sup> Floor, Civic Center Building B, Quezon City Hall Compound, Diliman, Quezon City |                        |  |
| <b>CLIENTS STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>   | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>  |
| 1. Inform the Office of the completed project for the issuance of CFEI  | 1. Conduct site inspection   | None   | 1 day                  | <i>Assigned Project Electrical Engineer, Electromechanical Section Vertical Project Supervision Division</i> |
|   | 2. Preparation of CFEI report and certificate<br>2.1. Route to the City Engineer for signature | None   | 1 day                  | <i>Assigned Electrical Engineer Electromechanical Section Vertical Project Supervision Division</i>          |
| 2. Secure the requested document  | 3. Route to the Electromechanical Section for the release of CFEI                              | None   | 1 day                  | <i>Assigned Staff Records Section, Administrative Division</i>   |
| <b>TOTAL</b>  |  | None   | 3 days                 |  |